

CONFIDENTIAL

RESTRICTED

Acting Chief, Mediterranean Bureau

21 September 1948

Chief, FBIB

Attached Processing Manual

It is desired that attached Manual serve as authoritative guide to SOP for field processing of broadcast material. Additional copies have been transmitted under separate cover. The extent to which innovations may be reserved until the transfer of operations to Cyprus is left generally to your discretion. All prospective transferees should be thoroughly oriented in advance, however; and standardization in the following respects is desired as soon as possible:

1. Use of date-time group prefixed by the letter C should be substituted for serial numbering of messages.

2. Attention has been called by cable to the need for better definition of intended audience. The guide-lines of this Manual should be of assistance in improving editorial practice in this respect.

3. Type of copy should always be identified (page 12); in particular, the "Text" label should not be left implicit.

4. British spellings should be eliminated to the extent possible.

5. Attached cable copy, apparently prepared with care by the Mediterranean Bureau editor, is nevertheless an example of material discarded, in spite of its importance, by the Daily Report because of the disproportionate amount of time and attention required to unravel it. The following observations may be made:

a. This piece would have been more easily handled as "Summary with Quotations" than "Ednotes" plus "Text Excerpts."

b. How did editor know that the author of the editorial is President of the National Assembly if he did not know his name?

c. In several instances there is no "unquote" paralleling a "quote" or vice versa; similarly for "bracket" and "unbracket".

CONFIDENTIAL

RESTRICTED

25X1
22

CONFIDENTIAL

RESTRICTED

To Acting Chief, Mediterranean

21 September 1948

- d. Translation appears uncertain in one or two places.
- e. British spellings are used.
- f. In the lead take, editor apparently intended to place quotation marks around all text excerpts; in the add, only Marx is quoted.

The copy is not undecipherable, and can be edited for publication with sufficient time and effort; but you will appreciate that it cannot be used during the rush preparation of the Daily Report.

L. K. WHITE

Encl.: 2
Manual
Cable copy

cc: Chief, Mediterranean Bureau

PKE: gmr

RESTRICTED

CONFIDENTIAL

0000000000